



August 2013

August Notes

- ◇ Begin COS form completion for 3-5 year olds entering preschool programs within 90 days of entry
- ◇ Begin preparing for Child Count data collection

Weekly Responsibilities

LEAs

- ◇ Update PROACTIVE/STARS daily
- ◇ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
- ◇ Ensure timely data entry
- ◇ Complete required LDA SEDS responsibilities

Monthly Responsibilities

LEAs

- ◇ Review DSE Training Calendar
- ◇ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
- ◇ Update information in SEDS
- ◇ Comply with reporting requirements and submission deadlines
- ◇ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

- ◇ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
- ◇ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
- ◇ Conduct required monitoring, identify and issue findings, verify corrections
- ◇ Issue monthly reports to stakeholders as follows:
 1. LEA Performance and Planning Report
 2. Events not Transferred Report
 3. Blackman Jones Report
 4. Nonpublic Program Report

Legend

LEA Responsibilities
OSSE Responsibilities
Holidays or Common Responsibilities
DSE Training Opportunities

August Notes:

- ◇ Train the Trainer/LEA Data (LDA) Administrator Combined Course offered
- ◇ SEDS LEA Data Administrator (LDA) Training Series (combination of in-person trainings and webinars)
- ◇ Special Conditions Report due to OSEP for last FFY 2012 Reporting Period (April 1, 2013-June 30, 2013): Initial Evaluations, Reevaluations, Secondary Transition, Use of Directed Funds
- ◇ Updated contacted information due 8/1/13 to OSSE.LEAdata@dc.gov

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 CAP Due to OSEP, LEAs provide updated contact information to OSSE.leadata@dc.	2 LEA P&P Report Issued, Events not Transferred Report Issued	3
4	5	6	7	8 2013 LDA Training Module 1 (1:00-4:30)	9 Events not Transferred Report Issued	10
11	12	13 SEDS Train-the-Trainer Online (9:30 -12:30)	14 SEDS Fall 2013 Release Training	15 2013 LDA Training Module 1 (9:30-1:00) Last FFY 2012 Special Conditions Report Due to OSEP	16 Events not Transferred Report Issued, SEQR Nonpublic Webinar, IDEA Part B Determinations Process Webinar (12:00-1:00)	17
18	19	20	21 SEQR Nonpublic Webinar (9:00-11:00)	22	23 Events not Transferred Report Issued Enrollment Audit LEA Training (9:00-12:00) SEDS Outage	24
25	26 SEDS 6.0 Fall Release	27	28	29	30 Blackman Jones Reporting due to Court, Events not Transferred Report Issued, IDEA Phase II Application	31



September 2013

September Notes

- ◇ Update PROACTIVE/STARS for enrollment audit
- ◇ Prepare meetings for Child Count
- ◇ COS Form completion for 3-5 year olds entering preschool programs

Weekly Responsibilities

LEAs

- ◇ Update PROACTIVE/STARS daily
- ◇ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
- ◇ Ensure timely data entry
- ◇ Complete required LDA SEDS responsibilities

Monthly Responsibilities

LEAs

- ◇ Review DSE Training Calendar
- ◇ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
- ◇ Update information in SEDS
- ◇ Comply with reporting requirements and submission deadlines
- ◇ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

- ◇ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
- ◇ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
- ◇ Conduct required monitoring, identify and issue findings, verify corrections
- ◇ Issue monthly reports to stakeholders as follows:
 1. LEA Performance and Planning Report
 2. Events not Transferred Report
 3. Blackman Jones Report
 4. Nonpublic Program Report

Legend

OSSE Responsibilities
Holidays or Common Responsibilities
DSE Training Opportunities

September Notes:

- ◇ Train the Trainer/LEA Data Administrator (LDA) Combined Course offered
- ◇ SEDS LEA Data Administrator (LDA) Training Series (combination of in-person trainings and webinars)
- ◇ Special Conditions Reporting Period 1 Ends (July 1, 2013-September 30, 2013)
- ◇ LEA Discipline Policies Due to OSSE for FFY 2011
- ◇ OSSE Requesting LEA Discipline Policies for FFY 2011 Significant Disproportionality
- ◇ OSSE Sending Out Self-Assessments for FFY 2012 Disproportionate Representation

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day Observed	3	4	5 Enrollment Audit LEA Training	6 LEA P&P Report Issued, Events not Transferred Report Issued	7
8	9	10	11 SEQR Tool Webi- nar for Nonpublic Program Representatives (9:00-11:00)	12 SEDS Train the Trainer (9:30- 4:30)	13 2013 LDA Training Module 1 (9:30-1:00), Nonviolent Crisis Prevention Training (8:30-3:30), Events not Transferred Report Issued, OSSE requesting LEA Disci- pline Policies for FFY 2011, OSSE sending self-assessments for FFY 2012	14
15	16	17	18	19	20 Events not Transferred Report Issued	21
22	23	24 Nonviolent Crisis Prevention Training (8:30-3:30)	25 2013 LDA Training Module 2 (10:00- 12:00)	26 SEDS Train the Trainer (9:30- 4:30), Nonviolent Crisis Prevention Training (8:30- 3:30)	27 2013 LDA Stage 1 (9:30-1:00) Blackman Jones Reporting due to Court, Events not Transferred Re- port Issued, LEA Discipline Policies due to OSSE for FFY 2011	28
29	30 Special Conditions Reporting Period 1 Ends					



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October 2013

October Notes

- ◇ Ensure enrollment audit student information is properly entered into DC STARS/PROACTIVE for Enrollment Count
- ◇ Begin to update and report data in SEDS in preparation for December Child Count
- ◇ COS Form completion for 3-5 year olds entering preschool programs
- ◇ Complete Child Count Validation Process

Weekly Responsibilities

LEAs

- ◇ Update PROACTIVE/STARS daily
- ◇ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
- ◇ Ensure timely data entry
- ◇ Complete required LDA SEDS responsibilities

Monthly Responsibilities

LEAs

- ◇ Review DSE Training Calendar
- ◇ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
- ◇ Update information in SEDS
- ◇ Comply with reporting requirements and submission deadlines
- ◇ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

- ◇ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
- ◇ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
- ◇ Conduct required monitoring, identify and issue findings, verify corrections
- ◇ Issue monthly reports to stakeholders as follows:
 1. LEA Performance and Planning Report
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 3. Blackman Jones Report
 4. Nonpublic Program Report

Legend

LEA Responsibilities

OSSE Responsibilities

Holidays or Common Responsibilities

DSE Training Opportunities

October Notes:

- ◇ Train the Trainer/LEA Data (LDA) Administrator Combined Course offered (repeat)
- ◇ SEDS LEA Data Administrator (LDA) Course (combination of in-person trainings and webinars)
- ◇ LEAs must verify their enrollment on 10/7/13
- ◇ Child Count submissions due 10/11/2013 to OSSE
- ◇ Special Conditions Reporting Period 2 Begins (October 1, 2013-December 31, 2013)
- ◇ OSSE Issues Findings on FFY 2011 Significant Discrepancy

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Special Conditions Reporting Period 2 Begins	2 Nonviolent Crisis Prevention Training (8:30)	3	4 LEA P&P Report Issued, Events not Transferred Report Issued	5
6	7 Enrollment Audit/Child	8 Data for 11/1/2013 Special Conditions Period 1 Report Pulled	9	10	11 Enrollment Audit/Child Count Certifications, Events not Transferred Report Issued	12
13	14 Columbus Day Observed	15 OSSE Issues Findings on Initial Evaluation, Reevaluation, and Secondary Transition to LEAs for last FFY 2012 Reporting Period (April 1, 2013-June 30, 2013)	16	17	18 Events not Transferred Report Issued	19
20	21	22	23 2013 LDA Training Module 3 (10:00-12:00)	24	25 5th annual Moving Forward Together Secondary Transition Community Forum Blackman Jones Reporting due to Court, Events not Transferred Report Issued, OSSE issues findings on FFY 2011 Significant Discrepancy	26
27	28	29	30	31		

This calendar will be regularly refreshed with additional content. Please check osse.dc.gov regularly for updates and new information.



November 2013

November Notes

- ◇ COS Form completion for 3-5 year olds entering preschool programs

Weekly Responsibilities

LEAs

- ◇ Update PROACTIVE/STARS daily
- ◇ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
- ◇ Ensure timely data entry
- ◇ Complete required LDA SEDS responsibilities

Monthly Responsibilities

LEAs

- ◇ Review DSE Training Calendar
- ◇ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
- ◇ Update information in SEDS
- ◇ Comply with reporting requirements and submission deadlines
- ◇ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

- ◇ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
- ◇ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
- ◇ Conduct required monitoring, identify and issue findings, verify corrections
- ◇ Issue monthly reports to stakeholders as follows:
 1. LEA Performance and Planning Report
 2. Events not Transferred Report
 3. Blackman Jones Report

Legend

OSSE Responsibilities

Holidays or Common Responsibilities

DSE Training Opportunities

November Notes:

- ◇ Train the Trainer/LEA Data Administrator (LDA) Combined Course offered (repeat)
- ◇ SEDS LEA Data Administrator (LDA) Training Series (combination of in-person trainings and webinars)
- ◇ Special Conditions Report Due to OSEP for first FFY2013 Reporting Period (July 1, 2013-September 30, 2013): Initial Evaluations, Reevaluations, Secondary Transition, Use of Directed Funds (April 1, 2013-

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 LEA P&P Report Issued, Events not Transferred Report Issued, Special Conditions Period 1 Report Due to OSEP	2
3	4 Root Cause Analysis Training (9am-4pm; Room 806B)	5	6 Submit EdFacts Pt. B & C files for Exiting, Pt. B Personnel, Discipline, Dispute resolution, Reasons for removal, and removal to interim educational setting	7 SEDS Train the Trainer (9:30-4:30)	8 2013 LDA Training Module 1 (9:30-1:00) Events not Transferred Report Issued	9
10	11 Veterans Day Observed	12	13	14	15 Events not Transferred Report Issued Transportation Policy: Boot Camp (8:30am-4:00pm; Grand Hall A/B)	16
17	18	19 Transportation Policy: Boot Camp (8:30am-4:00pm; Grand Hall A/B)	20 2013 LDA Training Module 4 (10:00- 12:00)	21	22 Events not Transferred Report Issued	23
24	25	26	27	28 Thanksgiving Observed	29 Blackman Jones Reporting due to Court , Events not Transferred Report Issued, Release of Quarterly Findings 1	30



December 2013

December Notes

◇ Finalize LEA data for FFY 2011 APR

Weekly Responsibilities

LEAs

- ◇ Update PROACTIVE/STARS daily
- ◇ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
- ◇ Ensure timely data entry
- ◇ Complete required LDA SEDS responsibilities

Monthly Responsibilities

LEAs

- ◇ Review DSE Training Calendar
- ◇ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
- ◇ Update information in SEDS
- ◇ Comply with reporting requirements and submission deadlines
- ◇ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

- ◇ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
- ◇ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
- ◇ Conduct required monitoring, identify and issue findings, verify corrections
- ◇ Issue monthly reports to stakeholders as follows:
 1. LEA Performance and Planning Report
 2. Events not Transferred Report
 3. Blackman Jones Report
 4. Nonpublic Program Report

Legend

LEA Responsibilities

OSSE Responsibilities

Holidays or Common Responsibilities

DSE Training Opportunities

December Notes:

- ◇ SEDS LEA Data Administrator (LDA) Training Series (combination of in-person trainings and webinars)
- ◇ COS Entry and Exit Forms due 12/3/13 by 5pm
- ◇ Special Conditions Reporting Period 2 Ends (October 1, 2013-December 31, 2013)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Inclusive Schools Week	3 Inclusive Schools Week COS Entry and Exit Forms due by 5pm	4 Inclusive Schools Week	5 Inclusive Schools Week CPI Training ((8:30am-4:00pm; Grand Hall B)	6 Inclusive Schools Week LEA P&P Report Issued, Events not Transferred Report Issued, OSSE issuing findings for FFY 2012 Disproportionate Representation Universal Design for Learning (8:30 am—11:30 am OR 12:30 pm—3:30 pm; Grand Hall B)	7
8	9	10	11	12 Transportation Policy Training	13 Events not Transferred Report Issued	14
15	16	17	18 2013 LDA Training Module 5 (10:00-12:00) Transportation Policy Training	19 Submit Edfacts Part B Assessment Files	20 Events not Transferred Report Issued	21
22	23	24	25 Christmas Day observed	26	27 Blackman Jones Reporting due to Court, Events not Transferred Report Issued	28
29	30	31 Special Conditions Reporting Period 2 Ends				



January 2014

January Notes

◇ Winter Collection Closes

Weekly Responsibilities

LEAs

- ◇ Update PROACTIVE/STARS daily
- ◇ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
- ◇ Ensure timely data entry
- ◇ Complete required LDA SEDS responsibilities

Monthly Responsibilities

LEAs

- ◇ Review DSE Training Calendar
- ◇ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
- ◇ Update information in SEDS
- ◇ Comply with reporting requirements and submission deadlines
- ◇ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

- ◇ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
- ◇ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
- ◇ Conduct required monitoring, identify and issue findings, verify corrections
- ◇ Issue monthly reports to stakeholders as follows:
 1. LEA Performance and Planning Report
 2. Events not Transferred Report
 3. Blackman Jones Re-

Legend

OSSE Responsibilities

Holidays or Common Responsibilities

DSE Training Opportunities

January Notes:

- ◇ Special Conditions Reporting Period 3 Begins (January 1, 2014– March 31, 2014)
- ◇ Data for 2/1/2014 Special Conditions Period 2 Report Pulled

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 New Year's Day Observed, Special Conditions Reporting Period 3 Begins	2	3 LEA P&P Report Issued, Events not Transferred Report Issued	4
5	6	7	8 SEQR Tool Webinar for Nonpublic Program Representatives (9:00-11:00)	9 Data for 2/1/2014 Special Conditions Period 2 Report Pulled	10 Events not Transferred Report Issued	11
12	13	14 Universal Design for Learning Professional Learning Community Kickoff: (8:30am -3:30pm; Grand Hall B)	15 OSSE issues findings on Initial Evaluation, Reevaluation, and Secondary Transition to LEAs for Special Conditions Period 1	16 LEA Data Administrator (LDA) Course Module I (9:30 AM – 1:00 PM, 3 rd Floor Computer Lab) SEDS Nonpublic POC webinar (3:00 PM – 4:00 PM)	17 Events not Transferred Report Issued Secondary Transition Intro. Module I, Session I: Best Practices, Assessment (8:30am-3:30pm; Grand Hall B)	18
19	20 Martin Luther King Day Observed	21	22 Secondary Transition Intro. Module I, Session 2: Short & Long Term Planning (8:30a 3:30pm; Grand Hall A)	23	24 Events not Transferred Report Issued	25
26	27	28	29 SEDS Nonpublic POC webinar (9:30 AM – 10:30 AM)	30	31 Blackman Jones Reporting due to Court, Events not Transferred Report Issued Secondary Transition Intro. Module I, Session 3: Transition Overview, Self- Determination (8:30am-3:30pm; Grand Hall B)	



February 2014

February Notes

◇ OSSE submits FFY 2012 Part B & C APR, IDEA 618 Part B & C Tables and Edfacts files to OSEP and Special Conditions

Legend

OSSE Responsibilities
Holidays or Common Responsibilities
DSE Training Opportunities

February Notes:

◇ Special Conditions Report Due to OSEP for FFY 2013 Reporting Period 2 (October 1, 2013-December 31, 2013): Directed Use of Funds

Weekly Responsibilities

LEAs

- ◇ Update PROACTIVE/STARS daily
- ◇ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
- ◇ Ensure timely data entry
- ◇ Complete required LDA SEDS responsibilities

Monthly Responsibilities

LEAs

- ◇ Review DSE Training Calendar
- ◇ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
- ◇ Update information in SEDS
- ◇ Comply with reporting requirements and submission deadlines
- ◇ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

- ◇ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
- ◇ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
- ◇ Conduct required monitoring, identify and issue findings, verify corrections
- ◇ Issue monthly reports to stakeholders as follows:

Su n	Mon	Tue	Wed	Thu	Fri	Sat
						1 Special Conditions Report
2	3	4 Student-led IEP Training (8:30 am – 3:30 pm; 806 A & B)	5	6	7 LEA P&P Report Issued, Events not Transferred Report Issued Secondary Transition Part 2, Session 1: Career Clusters, Employment, Education, Transition Curricula (8:30am-3:30pm; Grand Hall B)	8
9	10	11	12 SEQR Tool Webinar for LEA Representatives (9:00-11:00)	13	14 Events not Transferred Report Issued	15
16	17 Presidents' Day Observed	18	19 Student-led IEP Training (8:30 am – 3:30 pm; 806 A & B)	20 UDL Community of Practice (9:30 am—12 :30 pm ; 3rd Floor Grand Hall—B)	21 Events not Transferred Report Issued Secondary Transition Part 2, Session 2: Career Clusters, Employment, Education, Transition Curricula (8:30am-3:30pm; Grand Hall B)	22
23	24 CCSS Reading Text Complexity: K-5 (9:00am - 12:00pm; 806 A and B) Text Complexity: 6-12 (1:00pm – 4:00pm; 806 A and B)	25 CCSS Math Math Resources: K-5 (9:00am – 12:00pm; 806 A and B) Math Resources: 6-12 (1:00pm – 4:00pm; 806 A and B)	26 Nonviolent Crisis Intervention Training (8:30am—3:30pm; Grand Hall) LDA SEDS Support Webinar 10:00am—11:00am	27 ESY Webinar 3:00pm—4:30pm	28 Blackman Jones Reporting due to Court, Events not Transferred Report Issued Secondary Transition Part 2, Session 3: Career Clusters, Employment, Education, Transition Curricula (8:30am-3:30pm; Rm. 806 A & B)	



March 2014

March Notes

Weekly Responsibilities

- LEAs
- ◇ Update PROACTIVE/STARS daily
 - ◇ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
 - ◇ Ensure timely data entry
 - ◇ Complete required LDA SEDS responsibilities

Monthly Responsibilities

- LEAs
- ◇ Review DSE Training Calendar
 - ◇ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
 - ◇ Update information in SEDS
 - ◇ Comply with reporting requirements and submission deadlines
 - ◇ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

- ◇ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
- ◇ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
- ◇ Conduct required monitoring, identify and issue findings, verify corrections
- ◇ Issue monthly reports to stakeholders as follows:
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 2. Events not Transferred Report
 3. Blackman Jones Report
 4. Nonpublic Program Report

Legend

- OSSE Responsibilities
- Holidays or Common Responsibilities
- DSE Training Opportunities

March Notes:

- ◇ Special Conditions Reporting Period 3 Ends (January 1, 2014-March 31, 2014)
- ◇ OSSE Releasing Quarterly Findings 2
- ◇ OSSE Requesting LEA Discipline Policies for FFY 2012 Significant Disproportionality
- ◇ OSSE Issues Self-Assessments to LEAs for FFY 2013 Disproportionate Representation

Su	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Co-Teaching (8:30 am – 3:30 pm; 806 A & B)	5 Co-Teaching (8:30 am – 3:30 pm; 806 A & B)	6 Secondary Transition Part 3, Session 1: Student-Led IEP, Parent Communication, Interagency, Independent Living (8:30am-3:30pm; Grand Hall B) ESY Webinar 9:00am—10:30 am	7 LEA P&P Report Issued, Events not Transferred Report Issued, Release of Quarterly Findings 2 Secondary Transition Part 3, Session 2: Student-Led IEP, Parent Communication, Interagency, Independent Living (8:30am-3:30pm; Grand Hall A)	8
9	10	11 Behavior Webinar Module I—Legal Foundations of Behavior 10:00 am—11:30am	12 SEQR Tool Webinar for Nonpublic Program Representatives (9:00-11:00)	13 ESY Webinar 3:00pm—4:30pm	14 Events not Transferred Report Issued Youth Mental Health First Aid (8:30 am—4:30pm; 806 A)	15
16	17 Nonviolent Crisis Intervention Training (8:30am—3:30pm; Grand Hall)	18 CCSS Reading Text Complexity: K-5 (9:00am – 12:00pm; 806 A and B) Text Complexity: 6-12 (1:00pm – 4:00pm; 806 A and B)	19 CCSS Math Math Resources: K-5 (9:00am – 12:00pm; 806 A and B) Math Resources: 6-12 (1:00pm – 4:00pm; 806 A and B) SEDS Nonpublic POC Quarterly Webinar 10:00am—11:00am	20 UDL Community of Practice (9:30am—12:30 pm; 3rd Floor Grand Hall—B) ESY Webinar 9:00am—10:30 am Student-led IEP 8:30am - 3:30pm; 3rd Floor Grand Hall	21 Events not Transferred Report Issued Secondary Transition Community of Practice (9am—12pm ; 3rd Floor Grand Hall —B)	22
23	24	25	26 LDA SEDS Support Webinar 10:00am—11:00am	27	28 Blackman Jones Reporting due to Court, Events not Transferred Report Issued, OSSE Requests LEA Discipline Policies for FFY 2012, OSSE Issues Self-Assessments to	29
30	31 Special Conditions Reporting					



April Notes

- ◊ Review OSEP requests for clarification of FFY 2012 APR submission
- ◊ Revise and submit clarified FFY 2012 APR to OSEP

Weekly Responsibilities

- LEAs
- ◊ Update PROACTIVE/STARS daily
 - ◊ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
 - ◊ Ensure timely data entry
 - ◊ Complete required LDA SEDS responsibilities

Monthly Responsibilities

- LEAs
- ◊ Review DSE Training Calendar
 - ◊ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
 - ◊ Update information in SEDS
 - ◊ Comply with reporting requirements and submission deadlines
 - ◊ Review DSE trainings and technical assistance calendar and attend trainings
- OSSE
- ◊ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
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 - ◊ Conduct required monitoring, identify and issue findings, verify corrections
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Legend

- OSSE Responsibilities
- Holidays or Common Responsibilities
- DSE Training Opportunities

April Notes:

- ◊ Special Conditions Reporting Period 4 Begins (April 1, 2014-June 30, 2014)
- ◊ Data pulled for 5/1/2014 Special Conditions Period 3 Report

Su	Mon	Tue	Wed	Thu	Fri	Sat
		1 Special Conditions Reporting Period 4 Begins for 8/1/2014 Report DC CAS 2014	2 Child Count and Envrir Submission due to OSEP DC CAS 2014	3 DC CAS 2014	4 LEA P&P Report Issued, Events not Transferred Report Issued DC CAS 2014	5
6	7 DC CAS 2014	8 Data pulled for 5/1/2014 Special Conditions Report Period 3 DC CAS 2014	9 SEQR Tool Webinar for LEA Representatives (9:00-11:00) DC CAS 2014	10 DC CAS 2014	11 Events not Transferred Report Issued DC CAS 2014	12
13	14	15	16 Emancipation Day Observed	17	18 Events not Transferred Report Issued Secondary Transition Community of Practice (9am—12 pm; 3rd Floor Grand Hall—B)	19
20	21	22 Behavior Webinar Module II—Trauma Informed Behavior Support 10:00 am—11:30am	23 LDA SEDS Support Webinar 10:00am—11:00am	24 UDL Community of Practice (9:30 am—12: 30 pm; 806 A & B)	25 Blackman Jones Reporting due to Court, Events not Transferred Report Issued Youth Mental Health First Aid (8:30am—4:30 pm; 806 B)	26
27	28 Nonviolent Crisis Intervention Training (8:30am—3:30pm; Grand Hall) Teachers as Leaders – Managing Student Behavior and Minimizing Misbehavior. (8:30 am – 3:30 pm; 806 A & B)	29	30			



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May 2014

May Notes

- ◇ Post FFY 2012 APR and SPP data
- ◇ DC-CAS data review

Weekly Responsibilities

- LEAs
- ◇ Update PROACTIVE/STARS daily
 - ◇ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
 - ◇ Ensure timely data entry
 - ◇ Complete required LDA SEDS responsibilities

Monthly Responsibilities

- LEAs
- ◇ Review DSE Training Calendar
 - ◇ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
 - ◇ Update information in SEDS
 - ◇ Comply with reporting requirements and submission deadlines
 - ◇ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

- ◇ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
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- ◇ Conduct required monitoring, identify and issue findings, verify corrections
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Legend

- OSSE Responsibilities
- Holidays or Common Responsibilities
- DSE Training Opportunities

May Notes:

- ◇ Special Conditions Report due to OSEP for Reporting Period 3 (October 1, 2013-March 31, 2014): Initial Evaluations, Reevaluations, Secondary Transition, HOD, (July 1, 2013-March 31, 2014) Early Childhood Transitions (January 1, 2014-March 31, 2014) Use of Directed Funds

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Special Conditions Period 3 Report Due to OSEP Secondary Transition Institute (8:30am-4:00pm; 806A/B)	2 LEA P&P Report Issued, Events not Transferred Report Issued Secondary Transition Institute (8:30am-4:00pm; 806A/B)	3
4	5	6 Co-Teaching	7 Submit Edfacts Part B Maintenance of Effort	8	9 Events not Transferred Report Issued	10
11	12 Nonviolent Crisis Intervention Training (8:30am— 3:30pm; Grand Hall)	13	14 SEQR Tool Webinar for Nonpublic Program Representatives (9:00-11:00)	15 UDL Community of Practice (9:30 am—12:30 pm; 806 A & B)	16 Events not Transferred Report Issued	17
18	19	20 Behavior Webinar Mod- ule III—FBA/ BIP 10:00 am—11:30am	21 SEDS Nonpublic POC Quarterly Webinar 10:00am—11:00am	22	23 Events not Transferred Report Issued	24
25	26 Memorial Day Ob- served	27 Youth Mental Health First Aid (8:30am—4:30 pm; 3rd Floor Grand Hall—B)	28 LDA SEDS Support Webi- nar 10:00am—11:00am Student-led IEP 8:30am - 3:30pm; 806 A & B	29 Student-led IEP 8:30am - 3:30pm; 806 A & B	30 Blackman Jones Reporting due to Court, Events not Transferred Report Issued, Release of Quarterly Findings 3	31



June Notes

- ◊ Review public reporting on OSSE's website
- ◊ Review DSE Data Management Calendar and prepare FFY 2012 data for submission
- ◊ Review OSEP's response to FFY 2012 SPP/APR

Weekly Responsibilities

LEAs

- ◊ Update PROACTIVE/STARS daily
- ◊ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
- ◊ Ensure timely data entry
- ◊ Complete required LDA SEDS responsibilities

Monthly Responsibilities

LEAs

- ◊ Review DSE Training Calendar
- ◊ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
- ◊ Update information in SEDS
- ◊ Comply with reporting requirements and submission deadlines
- ◊ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

- ◊ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
- ◊ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
- ◊ Conduct required monitoring, identify and issue findings, verify corrections
- ◊ Issue monthly reports to stakeholders as follows:
 1. LEA Performance and Planning Report
 2. Events not Transferred Report
 3. Blackman Jones Report
 4. Nonpublic Program Report

Legend

- LEA Responsibilities
- OSSE Responsibilities
- Holidays or Common Responsibilities

June Notes:

- ◊ COS Entry and Exit forms due 6/17/14 by 5pm
- ◊ Special Conditions Reporting Period 4 Ends (April 1, 2014-June 30, 2014)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 LEA P&P Report Issued, Events not Transferred Report Issued	7
8	9	10	11	12	13 Events not Transferred Report Issued, OSSE Issues Findings on Initial Evaluation, Reevaluation, and Secondary Transition to LEAs for Special Conditions Reporting Period 2	14
15	16	17 COS Entry and Exit Data due by 5pm	18	19	20 Events not Transferred Report Issued	21
22	23	24 Nonviolent Crisis Intervention Training (8:30am—3:30pm; Grand Hall)	25	26	27 Blackman Jones Reporting due to Court, Events not Transferred Report Issued	28
29	30 Special Conditions Reporting Period 4 Ends for 8/1/2014 Report					



July Notes

Weekly Responsibilities

LEAs

- ◇ Update PROACTIVE/STARS daily
- ◇ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
- ◇ Ensure timely data entry
- ◇ Complete required LDA SEDS responsibilities

Monthly Responsibilities

LEAs

- ◇ Review DSE Training Calendar
- ◇ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
- ◇ Update information in SEDS
- ◇ Comply with reporting requirements and submission deadlines
- ◇ Review DSE trainings and technical assistance calendar and attend trainings

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- ◇ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
- ◇ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
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- ◇ Issue monthly reports to stakeholders as follows:
 1. LEA Performance and Planning Report
 2. Events not Transferred Report
 3. Blackman Jones Report
 4. Nonpublic Program Report

Legend

OSSE Responsibilities

Holidays or Common Responsibilities

July Notes:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 LEA P&P Report Is- sued, Events not Trans- ferred Re- port Issued	4 Independence Day Observed	5
6	7	8 Data for 8/1/2014 Special Condi- tions Period 4 Report Pulled	9	10	11 Events not Trans- ferred Report Issued	12
13	14	15	16	17	18 Events not Trans- ferred Report Issued	19
20	21	22	23	24	25 Blackman Jones Reporting due to Court, Events not Transferred Report Issued	26
27	28	29	30 Nonviolent Crisis Intervention Training (8:30am— 3:30pm; Grand Hall)	31		